



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Application to Enrol after Census Date

If a student has been unable to enrol in a course before the Census date due to an administrative error or documented adverse circumstance, they can apply to enrol via this form. A separate form must be completed for each course you are applying for.

STUDENT DETAILS

Full Name: _____ Student No: _____

Program: _____ Major / Specialisation: _____

Campus: _____ Citizenship Status: _____

APPLICATION DETAILS

I would like to enrol late in:

Course Code: _____

Course Name: _____

Campus/Mode (Callaghan, online etc): _____

Term of Application: _____

Requested Enrolment Details:

Indicate preferred days and times for all relevant class activities. Include multiple preferences for each class activity.

Lecture		Tutorial		Workshop	
Lab		Computer Lab		Other	

I am applying based on:

- ☐ Administrative Error
☐ Documented Adverse Circumstance

Reason you were unable to enrol before the census date: _____

If you are granted permission to enrol late, you may need to catch up on missed course content.

What steps are you going to take to ensure you cover any missed content (e.g. increase your study time for the class, speak with course coordinator): _____

STUDENT DECLARATION

I understand that:

- I am required to check that this course will count towards my program requirements. It is a breach of University Rules and HECS regulations (where applicable) to enrol in any course which will not count towards my current program. If I wish to study a course which is not part of my program, I must apply to study via [Non-Award](#).
- My application will not be assessed if I have an outstanding debt owed to the University.
- Enrolment in a course after the Census Date cannot be used as grounds for Adverse Circumstances, or as a basis to appeal my final result.
- The Pro Vice Chancellor has authority to deny the application where enrolment would not be suitable, regardless of Course Coordinator support

Applicant's signature: _____ **Date:** _____

APPROVAL DETAILS

Once you have completed the form above, please send this to your Course Coordinator for review.

Course Coordinator Assessment

- ☐ Support Application
- ☐ Reject Application

Comments (include any missed assessment items and comment on the student's ability to catch up): _____

Course Coordinator Name: _____

Course Coordinator Signature: _____

Phone: _____

Date: _____

Once completed (and signed by the course coordinator) please email this to:
programadvice@newcastle.edu.au

OFFICE USE ONLY

Program Advice Assessment

Checklist:

- ☐ Student does not have any outstanding debt
- ☐ Student has a valid reason for requesting enrolment after census

Recommendation:

- ☐ Support Application
- ☐ Reject Application

Comments: _____

Pro-Vice Chancellor Assessment

PVC Name: _____

- ☐ Approve Application
- ☐ Reject Application

Comments: _____

If approved, please send to Staff Enrolments